**Notes from Tech Planning Meeting at E.O. Smith on 1/25/12**

**In attendance:** Lou, Bruce, Jan, Jaime, Jane

**Tech Planning Process**

* Self-sustaining
* Independent of personnel
* Input from stakeholders:
  + Faculty & staff
  + Students
  + Board of Ed
  + Parents
  + External resources (e.g., EASTCONN, UConn, etc.)
  + Industry trends
  + PD Committee
* Connects to budget process
* Method for aligning to vision
* Clearly identify priorities
* Progress monitoring
* Benchmarking process
* Aligning to articulated goals (e.g., NEASC, School/District Improvement)
* Tech integration
* Supported by Board policy
* Method for articulation of current priorities
* Communication/coordination with sending districts
* Systematic analysis of data and communication tools/sources
* Lateral alignment with other departments’ goals/initiatives
* Systematic identification of PD needs/priorities that are coordinated with PD Committee

**Digital Learning Committee**

Bruce talked about the focus of the Digital Learning Committee. This committee has been formed to get the people who are doing the most with technology together and have them talk about what they are doing, what they would like to do, what obstacles need to be overcome, etc. They are focusing on the instruction, using technology to engage learners and promote 21st Century learning.

Goal: To promote the use of technology to the greatest degree possible for teaching and learning

Lou envisions that by the end of the day we will have a chart that is topic-driven and includes:

* Priorities
* Policies
  + In Place
  + Needed
* Implementation
* Benchmarking
  + When
  + Who
* PD Needed
* Alignment to vision
* Budget
* Groups consulted

Lou asked that we not miss any topics/tools that are currently in use. He listed the following topics/tools:

* MY Access
* Naviance
* Rubicon
* PowerSchool
* AlertNow
* Limelight/Inform
* Web sites/eBoards/Mobile apps

Once priorities are established and projects have been identified then there will be a need for a project management plan.

**Questions:**

* How do we build into the process the commitment to complete the project?
* How do we ensure that the process is objective and not affected by changes in personnel?

**Decisions**

We see this as a four step process:

1. Flow chart that determines whether a proposed project should be considered for implementation
2. Prioritization spreadsheet
3. Worksheet for Priority Projects in Progress
4. Individual Project Management Plans for long term projects that require timelines and benchmarks for progress monitoring. These will only be done for the items that are prioritized at a Level of 1 (it may include Priority Level 2, depending on available resources)

We need to build in a review of the process to ensure that everyone is on the same page and that there is consistency in implementing the process. It starts more frequently and goes to less frequent review as everyone gets comfortable with the process. If new personnel are hired, review may be more frequent again.

**Process Input Issues**

We discussed how to get input from stakeholders to ensure that their priorities are being considered. Periodically, a list of the highest priority projects would be shared with such groups as the PD Committee, Tech Coaches, the Digital Learning Committee, the general administrative team, the Department Heads, Student Congress, PTA, etc. They would be asked to use the rubric to provide input on their priorities for the identified projects on the list. The survey could be developed using an online tool like Survey Monkey or Zoomerang so the data could be collected and analyzed electronically.